



Lewis County Employment Opportunity

Division: Administration | Position: Records Manager

Who may Apply: All Qualified Applicants

Employment Status: Regular Full-Time

Salary Range: Grade 25: \$4,672 – \$4,909 (DOQ)

Full Salary Range: Grade 25: \$4,672 - \$6,283/mo.

Posting Opens: June 19, 2015

Closing Date: July 30, 2015 @ 4:00 PM

DEPARTMENT / OFFICE

This position is in the Lewis County Public Works Department 2025 NE Kresky Avenue, Chehalis WA.

POSITION SUMMARY

Under the direction of the Public Works Director, manages the preservation of the County's records and information management program, development, implementation, administration, and maintenance of this program. Establishes overall direction; and in conjunction with the IT Manager, plans, develops and implements electronic records software and records management component of other electronic systems throughout the County. Maintains and ensures the integrity, security, and effective performance of County records program. Provides for preservation, maintenance, and retrieval of essential archival, and permanent records.

See www.lewiscountywa.gov/jobs for complete job description and requirements.

HOW TO APPLY

Application materials and job description are available online at www.lewiscountywa.gov/jobs or pick up an application package between the hours of 8:00 a.m. and 5:00 p.m. at:

Lewis County Public Works Department
2025 NE Kresky Avenue
Chehalis, WA 98532

Application packets may be requested by calling (360) 740-2660. Please note: there may not be sufficient time for the packet to be mailed and returned by the closing date.

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at (360)740-1408 or (360) 740-1480 TTY.

NOTE:

The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions and possesses the knowledge, skills and abilities as identified in the job description.

REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**
- ✓ **Proof of education as required**

All application materials must be received in the Public Works Department. Late applications will not be accepted. Applications may be emailed to Lara.Seiler@lewiscountywa.gov or faxed to 360-740-1499 providing a signed hard copy follows within 5 business days.

MINIMUM REQUIREMENTS

- Bachelor's degree in Information Sciences, Library Sciences, Business or Public Administration, or a related field; AND Five (5) or more years of professional related experience in information and/or records management including management of automated and manual retention/preservations processes.
- A valid Driver's License is required
- Pass criminal background check

Desirable Qualifications:

- Knowledge of Federal, State, and County laws, regulations, policies, and procedures governing public records and retention policies.
 - Knowledge of Lewis County Policies and Procedures
 - Records Management
 - Excellent writing/verbal skills
 - Excellent organizational skills
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